

September 27, 2002

Dear Colleague:

The National Park Service invites you to submit project proposals for the Cultural Resources Diversity Internship Program for the summer of 2003 and the academic year 2003-2004.

Program Goals: The Cultural Resources Diversity Internship Program provides career exploration opportunities to diverse undergraduate and graduate students in historic preservation and cultural resources work. The program also gives National Park Service offices, national park units, government agencies at all levels, and private organizations an opportunity to meet promising young people who might choose a career in this field. The National Park Service cooperates with intern sponsors to provide interns with quality work experiences.

How the Program Works: During the 2003-2004 sessions, the Cultural Resources Diversity Internship Program will sponsor from 12 to 15 interns during a 10-week summer session and from 3 to 6 interns during a 15-week semester session in the Fall 2003 and in the Spring 2004. The total cost for each summer intern is \$9,000; the cost for each semester intern is \$12,000.

The cost is shared on a 50/50 basis between the National Park Service and the host intern sponsor. Selected intern sponsors are expected to contribute \$4,500 toward the cost of a summer intern; \$6,000 toward the cost of a semester intern. Each amount will be matched by the National Park Service and all funds will be deposited at the Student Conservation Association (SCA), which handles intern recruitment, intern application processing, payroll, and career mentoring.

For the summer intern portion of the program, we are planning to hold a three day Career Workshop in Washington, DC during the last week of the summer session, the cost for which will be covered by the National Park Service.

Project Proposals: In order to be considered for this program, please submit intern project proposals on the enclosed form by **December 16, 2002** to: Cultural Resources Diversity Program, National Park Service, 1849 C Street, NW (2251), Washington DC 20240-0001. If you have any questions, please contact Michèle Gates Moresi (202) 354-2266, e-mail: Michele_Gates_Moresi@contractor.nps.gov. Our fax number is (202) 371-2422.

Sincerely,

Antoinette J. Lee
Special Projects Manager
National Center for Cultural Resources

Attachments

**Cultural Resources Diversity Internship Program
National Park Service**

Summer 2003 & Academic Year 2003-2004

How to Apply:

- Complete the attached project proposal form.
- All project proposals must be received by **December 16, 2002** in hard copy, fax, or electronically.
- Selections will be announced on or shortly after February 3, 2003.
- Complete a separate application for each proposed project.
- Please do not submit pamphlets, posters, articles, letters, or other supplementary materials.
- Space on the application form may be expanded as necessary.
- Please do not use a font smaller than 10-point.

Mailing address: Cultural Resources Diversity Program, National Park Service, 1849 C Street, NW (2251), Washington DC 20240-0001.

For overnight delivery service only, the address is: Cultural Resources Diversity Program, National Park Service, 1201 Eye Street, NW (2251), Washington, DC 20005.

Fax: (202) 371-2422.

Electronic submission: Michele_Gates_Moresi@contractor.nps.gov.

Evaluation Criteria:

- Appropriateness of project for undergraduate and graduate students in history, anthropology, architecture, museum studies, or related fields, who may have no previous experience in historic preservation/cultural resources work.
- Quality of supervision.
- Commitment to providing intern with introduction to a range of historic preservation/cultural resources work beyond immediate environment.
- Availability of housing, especially in remote areas.

Eligible Intern Sponsors:

- National Park Service administrative offices
- Units of the National Park System
- Government agencies at all levels
- Private, non-profit organizations

**Cultural Resources Diversity Internship Program
National Park Service**

PROJECT PROPOSAL

Check the appropriate box: ☐ Summer Intern Program, 2003
 ☐ Semester Intern Program, Fall 2003
 ☐ Semester Intern Program, Spring 2004

1. Name or Title of Project:

**2. NPS Office, National Park Unit, Government Agency, or Private, Non-Profit Organization
Submitting Proposal:**

Name of office, unit, agency, organization:

Address:

Contact person:

Phone: ☐ ☐

Fax: ☐ ☐

E-mail:

3. Summary of Internship Project:

What is the proposed internship project?

What will be learned in the project and beyond the project?

Who is the supervisor?

4. Data on Proposed Project:

What is the location of the intern project?

Will you provide housing or housing information for the intern?

Is a privately-owned vehicle required for the project?

5. Ability to Provide Match for Cost of Intern:

All selected intern sponsors must provide \$4,500 toward the cost of each summer intern;
\$6,000 toward the cost of each semester intern regardless of the season in which the intern will
work. All funds will be deposited at the Student Conservation Association by September 30, 2003.

RETURN FORM TO:

Cultural Resources Diversity Program
National Park Service
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Washington DC 20240-0001
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E-mail: Michele_Gates_Moresi@contractor.nps.gov